

**U.S. SECURITIES AND EXCHANGE COMMISSION**  
**Public Notice of Vacancies**

**ANNOUNCEMENT NUMBER: DHA-04-158-DW**

**Opens: September, 22, 2004**

**Closes: October 06, 2004**

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**Supervisory IT Specialist (Configuration Management and Quality Assurance), SK-2210-15**

**This is a non-bargaining unit position**

**GRADE:** SK-15: \$95,217 - \$139,091 per Annum

**PROMOTION POTENTIAL:** None

**VACANCIES:** One

**SCHEDULE:** Full-Time

**OFFICE:** Office of Information Technology  
Configuration Mgmt & Quality Assurance

**LOCATION:** Alexandria, VA

**This job is open to all U.S. citizens.**

**Moving Expenses will not be paid.**

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**BENEFITS:** SEC provides the following benefits - Thrift Savings Program, Federal Employees' Health Benefits Program, Work Life Programs, Federal Employees' Group Life Insurance Program, Annual and Sick Leave, Long Term Disability and Flexible Spending Account.

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***WHAT WORK WILL YOU PERFORM?***

***As a Supervisory Information Technology Specialist you will:***

Direct a segment of a professional and technical program which involves the development of major aspects of key policy development of the Process and Change Management directive as it applies to the Product Assurance Program and the Process Definition and Improvement Program within OIT. Facilitate OIT's accomplishment of enterprise Product Assurance Program which includes Configuration Management (CM), Quality Control (QC) and Quality Assurance (QA). The work involves planning, developing and carrying out enterprise CM and QA activities related to Information Technology that are vital to the efficiency and effectiveness of SEC operations. Manage and oversee the Test Lab Management activities as it pertains to the QC function.

Develop and manage key process improvement functions and activities used to improve IT products and processes, which includes providing peer review, recommendations, assistance and guidance to develop and improve processes and procedures consistent with the Software Engineering Institute's Capability Maturity Models (CMM), ISO 9000, IEEE standards and Best Practices.

Oversee the development of technical data, estimates, statistics, suggestions, and other information useful to higher level managers in determining which goals and objectives to emphasize. Decide the methodologies to use in achieving work goals and objectives, and in determining other management strategies. Justify the purchase of new equipment and software products.

Analyze benefits and cost of accomplishing work in-house versus contracting. Track progress and quality of performance and arrange for subordinates to conduct any required inspections or audits. Serve as Contracting Officer's Technical Representative (COTR), as required, or oversee subordinates that serve as a COTR. Evaluate performance of subordinates and contractors. Coordinate and manage configuration control functions as they pertain to the SEC's Enterprise Architecture.

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**See Next Page for Additional Information**  
***WHAT ARE THE QUALIFICATION REQUIREMENTS?***

**Candidates must meet the Mandatory Selective Factor(s) and Specialized Experience below.**

**MANDATORY SELECTIVE FACTOR: (Applicant must address factor to be considered for the position)**

Ability to lead, manage, and develop solutions for functions and activities in the Product Assurance Program (Configuration Management, Quality Control and Quality Assurance) and the Process Definition and Improvement Program.

**SPECIALIZED EXPERIENCE:** Applicant must have one full year of specialized experience at a level of difficulty equivalent to the next lower grade in the Federal service (e.g., GS/SK-13 or GS/SK-14) or equivalent private sector experience that directly involves: Planning, developing and carrying out CM and QA activities.

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**ICTAP ELIGIBLES**

If you are a displaced Federal employee, you must attach to the front of your application proof of eligibility such as an SF-50 and/or RIF letter. If you are a displaced Federal employee separated within the local commuting area of the position, your application will be reviewed to determine whether you meet the minimum qualification requirements and, if you are found minimally qualified, then your application will be rated to determine whether you meet the well-qualified criterion established for the position. A well-qualified displaced employee will be referred before any other qualified candidates. ICTAP eligible candidates will be evaluated against the following factor to determine if they are well qualified:

Ability to develop and manage key process improvement functions and activities used to improve IT products and processes.

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***HOW TO APPLY AND WHERE TO SEND APPLICATION***

Please read the attached “**EMPLOYMENT GUIDE.**” If you do not submit all information as requested, you may lose consideration for the announcement. This information will allow us to determine if you meet all legal requirements for Federal employment and the qualifications for this position.

Candidates must meet all eligibility requirements by the closing date of the vacancy announcement.

Security Clearance: The individual selected may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment or selection to another position.

SEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency’s Disabilities Coordinator, OHR. The decision on granting reasonable accommodations will be on a case-by-case basis.

New supervisors will be required to serve a one-year supervisory probationary period.

**EQUAL EMPLOYMENT OPPORTUNITY**

Candidates will be considered without regard to any non-merit reason such as race, color, religion, age, sex, sexual orientation, national origin, or disability. Disabled veterans, individuals with disabilities and veterans eligible for special OPM appointing authorities are strongly encouraged to apply.

## **ESHA JOB POSTING**

### **EMPLOYMENT GUIDE**

U.S. Securities and Exchange Commission  
Office of Human Resources (Mail Stop 0-1)  
6432 General Green Way  
Alexandria, VA 22312

Thoroughly read this guide and provide all information requested.

The information you give is very important because it will help us determine whether you meet the legal requirements for Federal employment and it allows us to evaluate your qualifications for the position.

#### **JOB APPLICATION**

- **PLEASE SUBMIT NO MORE THAN 5 PAGES TOTAL. PLEASE ADDRESS YOUR MANDATORY SELECTIVE FACTOR ON A SEPARATE PAGE**
- Apply by submitting a résumé or *Optional Application for Federal Employment* (OF-612).
- Place in the top right corner of each page of your application: job title, grade and job announcement number and geographic location of the position for which you are applying.
- If the job is being advertised at more than one geographic location, a separate application is required for each location.

#### **LEGAL REQUIRE- MENTS**

- Provide your social security number, name, address, home and office phone numbers.
- United States citizenship is required. You must state in your application that you are a U.S. citizen.
- Males over age 18 born after December 31, 1959 must be registered with the Selective Service System or have an exemption.

#### **EDUCATION & TRAINING**

- List any formal education received in an accredited institution. Give full name and address of high school, college, university, law school; type of certificate, diploma, or degree; grade point average; and month, year degree earned (or when you expect to earn your degree).
- You must submit a copy of or the official college transcript if the job announcement requires it.
- For consideration, applicants must meet qualifications on or before the closing date of the posting.

#### **EXPERIENCE**

- List the job title of your position; name and address of employer; and, supervisor's name and telephone number. You must show beginning and ending employment dates in month and year (i.e., March 2000, 3/00 or 3/2003). You must show average hours worked per week and starting, ending and/or present salary.
- Describe (with examples) any work experience related to the specialized experience required by the vacancy announcement. Be explicit about what work you did and what kinds of skills you used in doing it; evaluators of your qualifications cannot read meaning into what you write. Do not assume that the evaluator will understand what work you have done just based on your title, the kind of business you were involved in, or the name of your organization or company.
- **Indicate whether we may contact your present and previous employers.**
- If you are currently or were formerly employed as a civilian in the Federal Government, indicate the highest grade held.

#### **MANDATORY SELECTIVE FACTOR EVALUATION PROCEDURES**

- If a mandatory selective factor is present in the job announcement, candidates must meet it in order to be given consideration for the position.
- A Human Resources Specialist will evaluate your application to determine whether you meet the minimum qualifications (and any mandatory selective factor) specified on the vacancy announcement. All minimally qualified candidates will be referred to the selecting official who will make the final hiring decision.

**SPECIAL  
SELECTION  
PRIORITY**

- This applies only to current or former career or career conditional Federal employees affected by reduction-in-force (RIF). Review your specific RIF notice about your rights and period of eligibility for special priority selection under the Interagency Career Transition Assistance Plan (ICTAP).
- To receive special selection priority as a Federal employee, you must: (1) apply timely for a specific job announcement with no greater promotion potential than the position from which you have been or are being separated; (2) occupy or be displaced from a position in the same local commuting area of the vacancy for which you are requesting priority consideration; (3) have a current (or last) performance rating of record of at least fully successful; and (4) determined to be well-qualified as a displaced Federal employee for the SEC position.
- If you meet the SEC's well-qualified criterion, your application will be referred to the selecting official before any other qualified candidate inside or outside the Federal Government.

**FILING A JOB  
APPLICATION**

You may:

1. Mail your application through the U.S. Postal Service. Mailed applications must be received by the closing date stated on the announcement.
2. Fax your application to the phone number listed below. Applications must be received by the closing date specified on the announcement.

**WHERE TO  
SEND YOUR  
APPLICATION**

U.S. Securities and Exchange Commission **NO MORE THAN 5 PAGES**  
Office of Human Resources (Mail Stop 0-1)  
Attention: Allison Myers-Hourcle  
6432 General Green Way  
Alexandria, VA 22312

Fax Number: 703-914-0556